



## **TOWN OF GRAFTON, MA EMPLOYMENT OPPORTUNITY RECREATION COORDINATOR**

The Town of Grafton is seeking a dynamic applicant for the position of Recreation Coordinator in the Recreation Department; a part-time, year-round, 19 hour/week position. This position is a hands-on position with frequent shifts at afterschool sessions, nights, and weekends and is responsible for the creation, implementation, and successful completion of programs and events. Working under the direction of the Recreation Director, primary responsibilities include:

- Planning, organizing, scheduling, implementing, staffing, conducting, overseeing, promotion/marketing, budgeting, evaluating and administering year-round and seasonal recreation programs, activities, services, contracted classes, and special events.
- Assisting with recruiting, training, and supervising instructors, vendors, seasonal staff, and department operations.
- Assisting in office management; providing information and assistance to the community in a variety of areas such as facility rentals, programs, registration, and other community services.
- May assume responsibility for other program areas and department operations, as assigned.
- To perform all other similar or related duties
- May act as the Recreation Director in their absence.

Applicant must be an excellent communicator, professional, self-motivated, highly organized, and friendly, have strong leadership skills, experience working with children and parents, an outgoing and positive personality, the ability to effectively engage and lead a group of children and staff and well versed in all business software. Knowledge of online registration software a plus.

Successful candidate will have a Bachelor's degree in recreation or related field, 1-3 years of recreation experience, 1-3 of aquatics/waterfront experience, or any equivalent combination of education and experience. Salary: \$25/hour.

A complete job description and an online application may be found online at [GraftonRec.com](http://GraftonRec.com) under Employment Opportunities. Apply by completing online application and sending resume and cover letter to Jen Andersen, Recreation Director, 30 Providence Road, Grafton, MA 01519 or email [andersenj@grafton-ma.gov](mailto:andersenj@grafton-ma.gov). The position will be open until filled.

E-mail [recreation@grafton-ma.gov](mailto:recreation@grafton-ma.gov) with questions or for additional information.